

**KENTUCKY BOARD OF CERTIFICATION OF ALCOHOL AND DRUG COUNSELORS
CONTINUING EDUCATION PROGRAM APPLICATION**

SPONSOR'S NAME: _____

SPONSOR'S ADDRESS: _____

CITY, STATE, ZIP: _____

SPONSOR'S TELEPHONE NUMBER: _____

TITLE OF PROGRAM: _____

INSTRUCTOR (S) (refer to back of page): _____

LOCATION OF PROGRAM: _____

DATE: _____ TIME: _____ NUMBER OF HOURS REQUESTED FOR APPROVAL _____

EDUCATIONAL OBJECTIVES: Briefly describe ways that your program would contribute to one of more of the following definitions of "continuing education": a) improvement of the license or certificate holder's professional knowledge; b) acquisition of new skills and knowledge that would help maintain competence; or c) strengthening of the habits of critical inquiry and balanced judgment: _____

WHAT IS THE SPECIFIC EDUCATIONAL OBJECTIVES YOUR PROGRAM:: _____

CONTENT, ACTIVITIES AND MATERIALS: _____

EVALUATION PROCEDURES: (ATTACH COPY OF EVALUATION FORM TO BE USED)

INTENDED AUDIENCE: _____

INTENDED NUMBER OF PARTICIPANTS: _____

****NOTE: SEND THIS APPLICATION FORM WITH A FEE OF \$25.00 FOR EACH COURSE FOR A ONE TIME
TRAINING MADE PAYABLE TO "KENTUCKY STATE TREASURER" TO:
KENTUCKY BOARD OF CERTIFICATION OF ALCOHOL AND DRUG COUNSELORS
PO BOX 1360
FRANKFORT KY 40602**

FOR BOARD USE ONLY

DATE: _____

APPROVED _____

DEFERED _____

DENIED _____

The Kentucky Board of Certification of Alcohol and Drug Counselors and its Continuing Education Committee will use the following criteria in approving any program for continuing education credit. Please be sure that all of these criteria are addressed in your application form or its attachments.

- 1. The program has a clearly stated purpose and defined content area consistent with the overall goals of continuing education, namely, improvement of professional competency, acquisition of new skills and knowledge, and strengthening habits of critical inquiry and balanced judgment.**
- 2. The presenters must be professionals qualified in the defined content area.**
- 3. The program's time must be clearly stated in number of hours of attendance.**
- 4. The number of hours requested for approval must be indicated on the form.**
- 5. Attendance must be recorded by the program sponsor.**
- 6. Documentation of completion must be provided to the participant.**
- 7. Participants must be required to complete an evaluation of the program**
- 8. The program sponsor should send a program syllabus, sample evaluation form, program outline, vitae of presenters, and a copy of the certificate for participants with the application form.**